

National Aeronautics and
Space Administration

Lyndon B. Johnson Space Center
2101 NASA Road 1
Houston, Texas 77058-3696



NASA EXHIBITS APPLICATION

Submit the completed form by fax or mail to:

Louis A. Parker
Exhibits Manager
Code: AP161
Office of Public Affairs
NASA Johnson Space Center
2101 NASA Road 1
Houston, TX 77058
Fax: (281) 483-4876

NAME OF EVENT _____

DATE(S) OF EVENT FROM: _____ TO: _____

EXHIBIT HOURS FROM: _____ TO: _____

LOCATION OF EVENT (include building name and street address)

SPONSOR (include name and complete address including ZIP code)

SPONSOR IS: (circle only one)

EDUCATIONAL INDUSTRIAL PROFESSIONAL/TECHNICAL COMMERCIAL
GOVERNMENT

OTHER _____

CONTACT (Person authorized to complete negotiations AND be the sole contact with NASA. Include name and complete address including ZIP.)

WORK PHONE (include area code): (____)_____

FAX PHONE (include area code): (____)_____

HOME PHONE (include area code): (____)_____

EMAIL ADDRESS: _____

PUBLIC RELATIONS CONTACT (Person arranging for publicity for this event if different from CONTACT. Include name and complete address.)

WORK PHONE (include area code): (____)_____

FAX PHONE (include area code): (____)_____

HOME PHONE (include area code): (____)_____

EMAIL ADDRESS: _____

SHIPPING DATA

SHIP TO: (Include building, street address, city, state, and ZIP code. **No PO BOX**)

SHIP VIA (circle only one): SURFACE AIR

SPECIFIC CARRIER (Include Account #):

DELIVER EXHIBIT(S)

EARLIEST DATE: _____ LATEST DATE: _____

EXHIBIT(S) TO BE RETURNED

SHIP DATE: _____ DELIVERY DATE: _____

SET-UP EXHIBIT BY: (Date) _____ (Time) _____

REMOVE EXHIBIT BY: (Date) _____ (Time) _____

EXHIBIT DATA

TOTAL EXPECTED ATTENDANCE: _____

ATTENDANCE AT SIMILAR EVENT: _____

POPULATION OF CITY/TOWN: _____

WHAT OTHER SPACE-RELATED EXHIBITS ARE COMMITTED? (Indicate the type of exhibit committed by industry, government, or other sources.)

ADMISSION TO BE CHARGED? (circle one) NO YES AMOUNT: _____

PROCEEDS GO TO: _____

WILL EXHIBIT EXCEED 20% OF TOTAL SPACE? (circle one) YES NO

A separate admission charge may not be made to view the NASA exhibit, nor can any admission increase be effected because of the addition of NASA exhibits. Where a GENERAL admission charge is made and the NASA exhibit exceeds 20% of the entire exposition, additional information concerning the total event's budget and distribution of proceeds will be required before NASA can accept an invitation to participate.

WILL THERE BE REGULARLY SCHEDULED, FULL-TIME GUARDS OR SECURITY PROTECTION FOR THE GOVERNMENT EXHIBIT? (circle one) YES NO

(If NO, indicate the alternate precautions that will be taken.)

DOES THE SPONSOR CARRY PROPERTY INSURANCE THAT WILL PROTECT GOVERNMENT EXHIBITS AGAINST ANY LOSS OR DAMAGE WHILE IN ITS CUSTODY? (circle one) YES NO

(If NO, answer the following:)

DOES THE SPONSOR AGREE TO OBTAIN SUCH INSURANCE IN SUFFICIENT AMOUNTS AS THE GOVERNMENT MAY REQUIRE? (circle one) YES NO

DOES THE SPONSOR AGREE TO PAY TRAVEL AND OVERTIME EXPENSES INCURRED BY NASA EXHIBITS SPECIALIST(S) FOR SET-UP, DISMANTLING, AND STAFFING OF THE EXHIBIT IF REQUIRED? (circle one) YES NO

SEND A SCALE DRAWING, INCLUDING DIMENSIONS, OF THE DISPLAY AREA THAT NASA EXHIBITS WILL OCCUPY SPECIFYING:

Width

Depth

Ceiling (maximum and minimum height)

Floor obstructions (dimensions between pillars, etc.)

Size of door openings/freight elevators or other structures through which the exhibits must be moved

Type of electrical voltage available (circle one)

C1110V C1220V TOTAL KILOWATTS: _____

LIST EXHIBITS REQUESTED HERE (NO MORE THAN SIX):

ADDITIONAL REMARKS:

SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE

DATE

Updated: May 2002